

# Cataloguing Coordinator

**Closing Date: Wednesday 1<sup>st</sup> December 2021, midday**

**Expected Interview Date: w/c 13<sup>th</sup> December 2021**

## Recruitment Reference:

HES/21/150

## Starting Salary:

£22,363 per annum

## Salary Range:

£22,363 – £25,087 per annum

## Pay Band:

Band B

## Directorate:

Commercial & Tourism

## Location:

Seven Hills, Sighthill -  
Edinburgh

## Line Manager:

Interpretation Manager

## Contract Type:

Fixed Term (Maternity  
Cover until July 2022)

## Working Hours:

Full time (37 hours per

Thank you for your interest in the post of Cataloguing Coordinator (Maternity Cover) at Historic Environment Scotland, with the Edinburgh-based National Collection of Aerial Photography (NCAP) team. This is a fixed-term appointment.

As a Cataloguing Coordinator you will undertake the cataloguing of aerial imagery, finding aids and associated records on a daily basis. Experienced in the cataloguing of aerial imagery with a proven track record, you will undertake and oversee cataloguing work.

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people.
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

## Overview of the post and information about the team

NCAP is one of the largest collections of photography in the world, a centre-of-excellence and standard-setter for the custodianship of historical aerial photography. The NCAP team are custodians of 26 million high-definition aerial images - for the most part declassified by the UK Ministry of Defence - that record key moments in world history and places throughout the globe. Part of Historic Environment Scotland, NCAP sits within the Commercial and Tourism Directorate, and trades through Historic Environment Scotland Enterprises Limited.

The vision for the Cataloguing Team is to work with partners to improve access to information and data by disseminating aerial images, finding aids and associated records via the NCAP website. The scale and complexity of the cataloguing work undertaken by the team necessitates the employment of a Cataloguing Coordinator, to best-ensure that our digital services are optimised, to prescribed technical standards. This will involve linking sortie plots to geographical squares, the creation of geographical footprints for aerial imagery, and the creation of textual catalogue data for historical records associated with photographic intelligence.

The NCAP team is based at Unit 3, Seven Hills Business Park, Edinburgh, EH11 4EP.

## Key responsibilities, duties and objectives

- Undertake the record accessioning and cataloguing work that makes finding aids, aerial imagery, and associated historical records accessible via the [ncap.org.uk](http://ncap.org.uk) website
- Geo-reference finding aids and aerial imagery to prescribed technical standards, by using automation tools, and creating textual catalogue data about historical records.
- Collate all digital image data created through programmes of digitisation and cataloguing for upload to the NCAP data storage solution.
- Maintain and update administrative records associated with the cataloguing workflow, notably process tracking systems.
- Carry out searches of the NCAP catalogue and collate search reports in response to customer requests.
- Process original archival records to NCAP record-handling standards so as to minimise risk of damage to the unique historical records.

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Historic Environment Scotland – Longmore House, Salisbury Place, Edinburgh, EH9 1SH  
Scottish Charity No. SC045925  
VAT No. GB 221 8680 15

***Essential requirements:***

- Previous experience of cataloguing, as part of a customer-focused team.
- A good understanding of cataloguing, mapping and geo-referencing.
- Experience of using maps and online earth browsers.
- Good organizational skills and an appreciation of the importance of targets and deadlines.
- Good written and oral communication skills.
- Adherence to NCAP record handling protocols.
- Experience of using standard office software packages e.g. Word, Excel and Outlook.

**Desirable requirements:**

- Knowledge or interest in mapping and 20<sup>th</sup> century history
- Knowledge or interest in historical aerial photography.
- Full driving license.

**Qualifications & Professional Memberships:**

- You will have a relevant technical background to the role, and whilst no formal qualifications are required, it will be necessary to demonstrate relevant work experience.

## What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 5 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.

## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>.

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact NCAP Interpretation Manager, Kevin McLaren, [kevin.mclaren@hes.scot](mailto:kevin.mclaren@hes.scot).

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources  
Historic Environment Scotland